

# **COMMAND R3 PROGRAM (R3)**

## **Standard Operating Procedure (SOP)**

From: Parent Command

Subj: COMMAND RETURN, REUNION, AND REINTEGRATION (R3) PROGRAM  
STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) OPNAVINST 1754.6 Personal & Family Readiness Support  
for IAs/Families

Encl: (1) Example IA Sailor Appreciation Certificate  
(2) Example Spouse Appreciation Certificate

1. Purpose. Establishment of command procedural guidance in support of Individual Augmentee (IA) Sailors and their families is directed by reference (a). This SOP follows Department of Defense (DOD), Department of Navy (DON), and in-place command endorsed programs assisting in the redeployment requirements, recognition, and reintegration of IA Sailors.

2. Background. The Navy successfully deploys Sailors in support of Overseas Contingency Operations (OCO) in which IA Sailors and their families play an integral part of Navy mission success. The Chief of Naval Operations (CNO) has directed commands to assume responsibility for the support of IA Sailors and their families throughout IA Sailor deployment and redeployment. The diverse nature of Joint Service missions create challenges for this command in terms of defining support standards, measuring effectiveness of support, and ensuring the identification of and access to available resources.

3. Scope. The Individual Augmentee (IA) Sailor Return, Reunion, and Reintegration (R3) Program exists to provide comprehensive support to returning IA Sailors ensuring they receive administrative processing, decompression time, mandatory briefings, and complete post deployment health assessments.

#### 4. Commander's Guidance.

a. This guidance establishes standard operating procedures (SOP) for command R3 support aligned with existing command guidelines. It assigns and describes responsibilities in the reintegration process, provides tools for resource identification, outlines command-marketing methods, and quantifies measures of performance (MOPs) and measures of effectiveness (MOEs) of the R3 Program on a regular basis.

## **COMMAND R3 PROGRAM (R3)**

### **Standard Operating Procedure (SOP)**

b. Returning Sailors shall be officially received, recognized, and fully reintegrated into this command as outlined by this SOP.

#### **5. Action.**

a. Command Leadership shall provide overall policy, procedure, and guidance for command compliance and execution of a command R3 Program.

b. Command appointed representative shall coordinate the following actions with appropriate personnel (i.e., CMC, Chaplain, Medical/IDC, Family Readiness Group members, CIAC etc.):

(1) Identify internal support roles of IA command personnel and staff (command leadership, CIAC, Chaplain, Medical Representative, Career Counselor, Public Affairs Officer, etc.).

(2) Identify external support available to the IA command (Ombudsman, civilian and voluntary military organizations, families, etc.).

(3) Ensure DOD, DON, and command sponsored welcome home events and resources are identified and marketed appropriately (Yellow Ribbon Reintegration Program, Returning Warrior Workshops, Fleet and Family Support Center Resources, Military One Source, etc.).

(4) Provide official recognition at events such as All Hands calls, Sailor of the Quarter presentations, Hail and Farewell, and by way of command newsletters, awards, and Sailor/spouse/family letters of appreciation (Enclosures (1) and (2)).

(5) Understand the processes and procedures for tracking, supporting, and communicating with IA Sailors to include those returning via medical evacuation.

(6) Ensure completion of the Post-Deployment Health Assessment (PDHA DD Form 2796) to include, lab work and any post deployment medical appointments within 30 days of return.

(7) Ensure tracking, completion, and reporting of the Post-Deployment Health Reassessment (PDHRA DD Form 2900) within 90-180 days of return.

## **COMMAND R3 PROGRAM (R3)**

### **Standard Operating Procedure (SOP)**

(8) Considering OPTEMPO, make every effort to provide IA Sailors sufficient leave and liberty to facilitate gradual reintegration with the command.

(9) Ensure IA Sailors check-in with key command program managers to include Command IA Coordinator, Command Career Counselor, Command Fitness Leader, Security Officer, Educational Services Officer, and Command Equal Opportunity Officer.

(10) Ensure compliance with all NFAAS documentation and tracking requirements to include recording of redeployment date, attendance at Returning Warrior Workshops, and DHA completion.

(11) Include the Command R3 Program in the annual internal program review to meet command accountability directives.

(12) Establish procedures that will provide returning IA Sailor support during this command's absence from home station and assume responsibility for R3 Program compliance.

CO/OIC

COMMAND R3 PROGRAM (R3)  
Standard Operating Procedure (SOP)

*UNITED STATES NAVY  
CERTIFICATE OF APPRECIATION*



*This certificate is humbly presented to*

***SERVICE MEMBER NAME***

*In grateful recognition of your extraordinary service in protecting freedom around the world, our nation, and our Navy is indebted to you for the personal sacrifices you and your family endured while deployed in support of Overseas Contingency Operations. By your service, you have demonstrated the timeless values of loyalty, respect, duty, service, honor, and integrity. Your selfless commitment to service inspires those with whom you serve and forms the basis of the personal courage you demonstrated during your recent IA Deployment. Wherever freedom is threatened and liberty attacked patriots such as you faithfully stand ready to guard and defend. You have my heartfelt respect and your country, family, and this command salute and thank you.*

*Name, U. S. Navy  
Rank  
Command*

Enclosure (1)

COMMAND R3 PROGRAM (R3)  
Standard Operating Procedure (SOP)

UNITED STATES NAVY  
CERTIFICATE OF APPRECIATION



*To all who shall see these presents, Greetings:*

*To*

*Spouse name*

*It is my pleasure to express the appreciation of the United States Navy and a grateful nation for enduring the frequent hardships in support of your spouse, NAME, as HE/SHE served our nation as an Individual Augmentee. NAME's service was instrumental in ensuring a strong nation and a safer world. During these months, you provided unwavering support and unconditional love, and during HIS/HER absence, you functioned as both Mother and Father responsible for the 24/7 welfare and security of CHILDREN'S NAMES. Your selfless dedication ensured a stable home life for your family during a trying time of instability. On behalf of the United States Navy, thank you for your many sacrifices and noble support to NAME and our nation.*

*Given this XX day of, MONTH in the year of our Lord, two thousand YEAR.*

---

*Name of CO, USN*  
*Rank/Title*

Enclosure (2)